



### **Notice of Employment Opportunity**

**Agency:** Indiana Judicial Center

**Position:** Problem-Solving Court Assistant Administrator

**Job Class:** Administrative Assistant II

**Salary:** Compensation will be \$48,000 - \$50,500 per year, commensurate with experience. Full state benefits are included.

**Travel:** This position requires in- and out- of- state travel.  
Travel expenses will be reimbursed according to state guidelines.

**Reports to:** Problem-Solving Court Administrator, Indiana Judicial Center  
Executive Director, Indiana Judicial Center

**Supervisory duties:**

None.

**General duties:**

- Assist the Administrator in coordinating the agency's support and oversight responsibilities of problem-solving courts as authorized by statute.
- Schedule and conduct certification reviews of problem-solving courts.
- Provide information and support to active problem-solving courts and problem-solving courts in the planning stages.
- Provide staff support to the Problem-Solving Courts Committee and its subcommittees.
- Provide support to the Administrator in conducting tasks at the direction of the Problem-Solving Courts Committee, including planning education and training programs, coordinating state-level evaluation activities, rules development and other activities as appropriate.
- Attend meetings, trainings, and conferences related to problem-solving court activities and related initiatives as requested.
- Collaborate with agency staff attorneys on problem-solving court related issues as appropriate.
- Collaborate with the Indiana Department of Correction, the Indiana Division of Mental Health and Addiction, the Indiana Criminal Justice Institute and other state agencies as appropriate.
- Other duties as assigned by the Administrator or the Executive Director.

**Qualifications:**

- Bachelor's degree in criminal justice, social work, counseling or related field required.
- Training in substance abuse or addictions required.
- Excellent oral and written communication skills required.
- Program management or project management experience required.
- Master's degree in criminal justice, social work, counseling or related field preferred.
- Experience providing clinical screening or assessments for substance offenders in a criminal justice setting, a treatment setting or other related setting preferred.
- Three years experience in a drug court, reentry court or other problem-solving court preferred.

**Additional Information:**

- Must be willing to comply with the Judicial Code of Conduct.
- Must be willing to submit to a criminal background check.